

PERSONNEL COMMITTEE MEETING MINUTES
JUNE 24, 2015

PERSONNEL COMMITTEE MEMBERS PRESENT: O'Brien, LaPointe, Brown, Hicks

PERSONNEL COMMITTEE MEMBERS ABSENT: Suprenant

SUPERVISORS: Campbell, Gang, Lindsay

Sandy Huffer, Deputy Clerk

Al Nolette, Treasurer

Roger Wickes, County Attorney

Kevin Hayes, County Administrator

Melissa Moulthrop, Personnel Director

Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – May 27, June 2, 3 & 11, 2015
- 3) Discuss County Administrator Interview Process
 - A. 2nd Interview Questions
- 4) Department Staffing Requests
 - A. DSS – Sr. Social Welfare Examiner – Backfill
- 5) Other Business
- 6) Adjournment

Chairman O'Brien called the meeting to order at 1:07 P.M.

A motion to accept the minutes of the May 27, June 2, 3 & 11, 2015 meetings, was moved by Mr. Hicks, seconded by Mr. O'Brien and adopted.

STAFFING REQUESTS:

DEPARTMENT OF SOCIAL SERVICES

- Sr. Social Welfare Examiner - Backfill – A Sr. Social Welfare Examiner is moving to a caseworker slot and DSS is requesting to backfill this position. Mr. Brown noted that there are 28 people in this title and asked if backfilling this position is necessary. This is a 35 hour per week position. Kevin stated that the Commissioner is studying changing hours to 37.5 or 40 for the budget process for several titles, which could lead to fewer slots. The Personnel Director added that in 2014, one Sr. Social Welfare Examiner was removed from the staffing pattern. Chairman O'Brien called Commissioner DeLorme who said that the backfill request form should be corrected to 7. At this time, there are 7 Sr. Social Welfare Examiners slots. A motion to approve backfilling a Sr. Social Welfare Examiner position, was moved by Mr. LaPointe, seconded by Mr. Hicks and adopted.
- Typist – Backfill – This position has been vacant for a few months. A motion to approve backfilling a typist position, was moved by Mr. LaPointe, seconded by Mr. Hicks and adopted.

DISCUSS COUNTY ADMINISTRATOR INTERVIEW PROCESS – 2nd Interview Questions – A motion for executive session to discuss matters leading to the appointment of a particular person, moved by Mr. Hicks, seconded by Mr. LaPointe and adopted. No action was taken during executive session. On motion by Mr. LaPointe, seconded by Mr. Brown the meeting adjourned from executive session.

Respectfully submitted,

Sandy Huffer, Deputy Clerk

Washington County Board of Supervisors